

The City of San Diego
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
FY 2005 APPLICATION

CHECKLIST

Before you submit your application, please review the following list to be sure your proposals are complete and that your agency has not forgotten any key elements.

- ' Completed Application (**submit pages 1 – 7 only**) due by February 9, 2004
- ' Application must be typed or printed in black ink.
- ' All pages must be one sided.
- ' Application original plus two copies.
- ' The original is paper clipped (not bound or stapled).
- ' The two copies are stapled (not bound or paper clipped).
- ' Ensure that no stamps (“ORIGINAL” or “COPY”) are on the application.
- ' Do not include extraneous material, unnecessary packaging or a letter of transmittal.
- ' Do not include oversized pages. They must be reduced to 8 1/2 x 11.
- ' **Facsimiles and E-Mailed copies will not be accepted.**
- ' **Do not submit this Checklist sheet with application.**

ACQUISITION**A. Facilities Purchased Completely with CDBG Funds.**

1. An independent appraisal must be conducted prior to any acquisition in order to determine fair market value.
2. All offers for purchase will be made by the City and based on the fair market value.
3. All properties acquired with CDBG funds will be subject to the Uniform Relocation Act.
4. All costs associated with the acquisition will be paid from the grant and should be included when determining the budget.
5. Any facility purchased by the City will remain in its ownership and be leased to the agency
6. The agency will be responsible for all maintenance and operating costs during the life of the lease.
- 7.

B. CDBG Funds Used as Partial Payment for Facility.

1. All approved projects are subject to a formal agreement between the City and the applicant.
2. Fair market value must be established by an independent appraisal that is reviewed and approved by the City.
3. All acquisitions are subject to the Uniform Relocation Act.
4. The City will retain interest in property by securing its contribution with a deed of trust.

C. All Acquisitions.

1. The City has agreed, as a condition of receiving CDBG funds, to replace on a one-for-one basis any low-income housing units removed from the market as a result of a CDBG project. To this end, it will be necessary for all acquisition projects to survey residents of any property that is slated for acquisition to determine if low-income units are affected.
2. All acquisitions require an environmental clearance prior to acquisition.
3. All costs associated with the acquisition will be paid from the grant, and should be included when determining the budget.

CONSTRUCTION / REHABILITATION

1. Approved projects involving construction, remodeling, or repair are administered and monitored by the **Engineering and Capital Projects Department** in accordance with a formal agreement between the City of San Diego and the successful applicant agency.
2. The agreement is prepared by City staff, in a form approved by the City Attorney, to be signed by the agency and submitted to the City Council for approval.
3. The agency shall abide by Equal Opportunity, Minority Business Enterprise, Women Business Enterprise and Federal Minimum Wage Scales and Labor Standards and the Americans with Disabilities Act (ADA) that are applicable to all recipients of grant funds, including contractors.
4. The agency will be required to hire a registered architect/engineer to perform design work. The agency's architect shall be responsible for all phases of the project, advertise and open bids, award construction contracts, inspect work, prepare change orders, approve pay requests, and assist in reviewing all required affirmative action reports and certified payrolls from contracts and subcontractors.
5. The agency's construction plans and specifications must comply with all applicable local codes, and all Federal, State, and local regulations including the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1993. Also, the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).
6. The agency shall secure and pay for all permits needed for the construction work.
7. Agency procurement, including professional design and subsequent construction, must be publicly advertised when grant funds are used.
8. The City will actively monitor all phases of the project, including design, advertising for bids, pre-bid and pre-construction meetings, bid openings and construction for compliance with all applicable codes and regulations.
9. The City will withhold ten percent from each progress payment to the agency; to be paid upon expiration of the lien period or the satisfactory completion of that portion of the project paid for with grant funds.
10. Projects partially funded by grant funds and partially by private funds are treated as Federally funded insofar as requirements listed herein apply.

ENVIRONMENTAL CLEARANCES

1. All approved projects will require environmental clearance from the **Development Services Department**. The Development Services Department issues certain discretionary permits and provides environmental assessments as required under the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA). All CDBG projects must undergo environmental review in accordance with NEPA.
2. Development Services will determine the level of environmental processing required.
3. Depending on the type of document, a 21 to 45 day public comment period may be required within the environmental review process.
4. The project and its associated permits may also require approval from other City bodies such as the Planning Commission, Park and Recreation Board, etc.

ECONOMIC DEVELOPMENT, ASSISTANCE TO MICROENTERPRISES, PLANNING, CAPACITY BUILDING

1. Approved projects are administered and monitored by the **Economic Development or Redevelopment Divisions of the Community and Economic Development Department** in accordance with a formal agreement between the City of San Diego and the successful applicant organization.
2. The organization shall comply fully with Equal Opportunity, Minority/Business Enterprise, Americans with Disabilities Act and all applicable Federal procurement requirements.
3. The City's administrative and monitoring costs are paid from the organization's grant. To cover these costs, add approximately **eight percent** of your final budget or \$10,000, whichever is less.